



Wexford County

**EXECUTIVE COMMITTEE**

*Gary Taylor, Chair*

**NOTICE OF MEETING**

The Executive Committee of the Wexford County Board of Commissioners will hold a regular meeting on Tuesday, June 10, 2025, beginning at 4:00 p.m. in the Commissioners’ Room, third floor of the Historic Courthouse, 437 E. Division St., Cadillac, Michigan.

**TENTATIVE AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL
- C. ADDITIONS / DELETIONS TO THE AGENDA
- D. APPROVAL OF THE AGENDA
- E. APPROVAL OF THE MAY 13, 2025, REGUALR MEETING MINUTES ..... 1
- F. PUBLIC COMMENTS  
*Designated for topics on the agenda only.*
- G. AGENDA ITEMS
  - 1. Discussion on Current Litigation Matters
  - 2. Infrastructure Alternatives Monthly Report *(Tom Lutke, Infrastructure Alternatives Inc.)* ..... 3
  - 3. Emergency Management Position Description Update ..... 4
- H. CORRESPONDENCE
- I. ADMINISTRATOR’S COMMENTS
- J. PUBLIC COMMENTS
- K. COMMITTEE COMMENTS
- L. CHAIR COMMENTS
- M. ADJOURN

WEXFORD COUNTY  
EXECUTIVE COMMITTEE MEETING  
REGULAR MEETING MINUTES

May 13, 2025

*Gary Taylor, Chair*

The regular meeting was called to order by Chairman Taylor at 4:00 p.m., in the West Wing, First Floor, Courthouse, 437 E. Division St. Cadillac, Michigan.

Members Present: Gary Taylor, Michael Bush, Brian Potter, Julie Theobald  
Members Absent: None  
Also Present: Jami Bigger, Deputy Administrator & HR Director; Tom Lutke, Infrastructure Alternatives; Kristi Nottingham, Treasurer; Megan Swanberg, Executive Assistant; Joe Porterfield, County Administrator & Equalization Director

**ADDITIONS OR DELETIONS TO THE AGENDA**

None.

**APPROVAL OF THE AGENDA**

**A motion was made by Comm. Theobald and supported by Comm. Potter to approve the agenda. A vote was called. All in favor.**

**APPROVAL OF THE MINUTES**

**A motion was made by Comm. Bush and supported by Comm. Theobald to approve April 1, 2025, Regular Meeting Minutes. A vote was called. All in favor.**

**PUBLIC COMMENTS**

None.

**AGENDA ITEMS**

***G.1. Discussion on Current Litigation Matters***

Mr. Porterfield informed the committee of the following:

- Sheriff Taylor and himself have a settlement conference to attend in August.
- Ms. Bigger, Comm. Taylor and himself had a meeting with GFL and the Cedar Creek Supervisor about host fees. GFL believes the county should pay Cedar Creek. Mr. Porterfield and the legal county disagree and believe GFL should continue to pay Cedar Creek as that is what the agreement states and what has been done for the last 15 years.

***G.2. Infrastructure Alternatives Monthly Report***

Mr. Lutke, IAI, reported the following to the committee:

- They had a slower month, with only one call to turn water back on for a seasonal customer.
- They mailed out all the reports.
- They got a quote from SLC Meter LLC to replace the meters.

***G.3. Quote for Meter Replacements at Cedar Creek***

**A motion was made by Comm. Potter and supported by Comm. Bush to forward a recommendation to the full board to approve the quote from SLC Meter LLC. for meter replacement in the amount of \$ 41,514.32. for the Cedar Creek water system. A vote was called. All in favor.**

**CORRESPONDENCE**

None.

**ADMINISTRATOR'S COMMENTS**

Mr. Porterfield informed the committee of the following:

- Next week Ms. Bigger and himself will be gone Wednesday through Friday to attend the MACAO Conference.
- A vacancy will be posted in the Equalization Office.
- Mr. Baker has been hired as the Dispatch Director.
- The following week Mr. Porterfield will be out on vacation for the week.

**PUBLIC COMMENTS**

None.

**COMMITTEE COMMENTS**

None.

**CHAIR COMMENTS**

None.

**ADJOURN**

**A motion was made by Comm. Theobald and supported by Comm. Bush to adjourn the meeting at 4:08 p.m. A vote was called, all in favor.**

---

Gary Taylor, Chair

---

Megan Swanberg, Recording Secretary



**INFRASTRUCTURE  
ALTERNATIVES, INC.**

## Monthly Operations & Maintenance Report

June 10, 2025

**Report for Month:** May 2025  
**Location:** Wexford County (Cedar Creek Township)  
**Facilities:** Cedar Creek Water Plant & Distribution System  
**Operator in Charge:** Tom Lutke, Water Operator

### Emergency Callouts/Customer Concerns

- 5/17 – Callout to Wellhouse for Power Fault. Generator ran for 15 minutes during the outage – OK.

### Significant Events:

- 5/13 & 5/14 – Flushed the Water system for our scheduled spring flushing event. The water quality looked good, and no pressure issues were reported.
- 5/29 – EGLE came out to complete at Source Water Assessment for the Wells.

### Preventive Maintenance:

- IAI staff continues to regularly monitor chlorine residuals throughout the water system.

### Facilities Data for the Month

Production at Well House	456,710 gallons
Metered Usage	292,242 gallons
Metered Flushing	174,490 gallons
Difference *(% Gain)	*10,022 gallons (2.19%)





## WEXFORD COUNTY POSITION DESCRIPTION

Position: Emergency Management Specialist

Adopted: October 25, 2022

Summary: ~~Primarily position responsible for Wexford County planning, coordination between the county, state and local agencies, and implementing the response to Under direction, provided coordination between the county, state and local agencies in the~~ an event of a natural, technological, or man-made emergency, including acts of terrorism; assists with the development of the county's Emergency Operations Plan; ~~assists~~ coordinates with locating, developing and delivering resources to Wexford County ~~citizens/residents~~, first responders, businesses and educational institutions to enhance emergency preparedness; assists with the development and coordination of emergency preparedness training and exercise programs for county employees and first responders; responds to emergency situations affecting Wexford County including coordinating the provision of services and assistance to residents, and mitigation activities to prevent or lessen the impact of emergencies; performs related duties as assigned.

Responsibilities and Essential Duties and Functions: Other duties may be assigned by the ~~Director, Deputy Director/Emergency Communications Supervisor,~~ the County Administrator.

- Provides coordination between the county and federal, state, and local agencies in the event of a natural, technological, or man-made emergency, including terrorism. (Chemical, biological, radiological, nuclear, explosive)
- ~~Assists in Planning and~~ developing, reviewing, ~~and~~ updating and coordinating implementation of the County and local emergency plans, including the County Operations Plan, Continuity of Operations Plans and the Hazard Mitigation Plan.
- Assists in the operation of the Wexford County Emergency Operations Center.
- Develops, coordinates, participates, and executes training and exercise programs in preparation for emergency and disaster events.
- Attends and participates in training and seminars relative to current emergency planning issues.
- Assists with the development and delivery of disaster communications and coordinating public information campaigns through department website, social media networks, press releases and the development of information publications.
- Advises and assists Police, Fire, government units, private agencies, and volunteer groups with specific phases of emergency management programs by outlining specific roles and activities.
- Conducts and advises on the completing of vulnerability assessments on residential, business, and governmental institutions.
- Assists with coordinating emergency response and recovery efforts directly with local, county and state agencies during emergencies, and significant events.
- Directs and oversees the work of other staff as assigned.
- Operates an automobile while performing assigned job duties.

The above duties ARE NOT intended to serve as a comprehensive list of all duties performed by this position, only a representative summary of the primary duties and responsibilities.

## Education and Experience:

- Associates Degree in Emergency Management or other public safety related field preferred, or 2 years of experience in emergency management, fire service, emergency medical service or law enforcement.
- The ability to complete the Professional Emergency Manager (PEM) designation within 5 years of hire.
- Possession of a valid Michigan driver's license
- Current or the ability to pass FAA UAS Remote Pilot License within 1 year of hire
- Current or the ability to complete the FEMA ICS 100, 200, 300, 400, 700, 800 within 1 year of hire

## COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES:

- Emergency Management, public safety and homeland security processes and structures that support the health, safety, and welfare of the community.
- Use and application of current computer programs.
- Exhibits calm, effective leadership and
- Work effectively exercises a high degree of discretion and a high level of independent judgment in matters affecting individual and County safety, public health, public and private emergencies in stressful conditions-emergency response events.
- and Makes responsible decisions appropriate to the scope of the position and according to establish laws, policies, and procedures and effectively implements those decisions.
- Establish and maintain effective working relationships with co-workers, Federal, State, and local agencies, and the public.
- Utilize countywide and/or department specific software to complete assignments.
- Maintain sensitive or confidential information in strictest confidence
- Effectively speak, write, and understand the English language.